

SOP: Post-Exam Handling and Secure Storage of Materials

Purpose

This SOP details the procedures for **post-exam handling and secure storage of materials**, including the collection, organization, and verification of exam papers; secure transportation to storage facilities; proper logging and documentation of exam materials; implementation of access controls to prevent unauthorized handling; and measures to maintain the confidentiality and integrity of exam content until grading and archiving are completed. The aim is to ensure the security and accuracy of all examination materials after the exam administration.

Scope

This procedure applies to all staff involved in the handling, transportation, storage, and management of physical or digital exam materials post-administration.

Responsibilities

- **Invigilators/Examiners:** Collect and verify all exam materials immediately after the exam.
- **Exam Coordinators:** Supervise collection, labeling, and secure transportation.
- **Security/Logistics Personnel:** Oversee secure storage and access control.

Procedure

1. Collection of Exam Materials

- Immediately after the exam, invigilators collect all exam scripts, answer booklets, and supporting materials from candidates.
- Account for unused exam papers and ancillary materials.
- Ensure collection by cross-referencing with attendance sheets and candidate lists.

2. Organization and Verification

- Sort exam materials by section, candidate number, and type.
- Verify that all papers are accounted for; note any irregularities and report immediately.
- Bundle and label materials according to institutional policy (e.g., exam code, date, room number).

3. Documentation and Logging

- Complete the post-exam collection log (see table below).
- Record the transfer of materials in a chain-of-custody log, with signatures from both sender and receiver.

Date/Time	Exam Code	Materials Collected	Handler (From)	Handler (To)	Signatures	Remarks
YYYY-MM-DD HH:MM	ABC123	30 scripts, 5 unused papers	John Doe	Jane Smith	_____	-

4. Secure Transportation

- Transport exam materials in sealed, tamper-evident containers or envelopes.
- Ensure materials are accompanied by authorized personnel at all times during transit.
- Log the departure and arrival times and any handovers en route.

5. Secure Storage

- Store materials in a locked, access-controlled facility (e.g., secure room, locked cabinet).
- Restrict entry to authorized personnel only, with access logs maintained.
- For digital materials, encrypt files and store on secure, access-controlled servers.

6. Access Controls

- Maintain a list of personnel authorized to access stored exam materials.
- Enforce sign-in/out procedures for any material removed for grading.

7. Confidentiality and Integrity

- Do not leave exam materials unattended or unsecured at any time.
- Immediately report any suspected breaches or losses to the exam coordinator.

8. Grading and Final Archiving

- Handle access to exam materials during grading under strict controls; log all access/removal events.
- Upon completion of grading, archive materials as per institutional retention policies and securely destruct surplus/expired items if necessary.

Records and Documentation

- Post-exam collection log
- Chain-of-custody records
- Storage and access logs
- Incident reports (if applicable)

Revision History

Version	Date	Description	Author
1.0	YYYY-MM-DD	Initial SOP Release	Your Name